



AMERICAN EMBASSY



INFORMATION ASSISTANT

As Information Assistant in Public Diplomacy Office, you will be responsible to compile the daily media summary for all three language streams in Sri Lanka and serve as post's principle liaison with Sri Lanka's Tamil press.

Do you have a good knowledge of Speaking, Reading & Writing of English, Sinhala and Tamil? (This will be tested.) Are you familiar with keyboard formats and fonts in English, Sinhala and Tamil.(This will be tested) Do you have a University Degree or its equivalent in the areas of liberal arts, political science, economics, journalism, international relations, business management, administration or related fields? If the answer is 'Yes', to the above and also if you meet the below qualifications, then you are the person we're looking for!

Please send us your detailed CV along with a separate sheet of paper containing the following questions and your responses:

1. Position Title, 2. First, Middle, & Last Name as well as any other names used, 3. Current Address, Day, Evening, and Cell phone numbers, 4. E-mail address, 5. National Identity Card Number, 6. List any relatives or members of your household that work for the U.S. Government (Name, Relationship, Position, Location), 7. Are you between ages 18-60? (Y/N), 8. Do you have a University Degree or its equivalent in the areas of liberal arts, political science, economics, journalism, international relations, business management, administration or related fields?(Y/N) if 'Yes', Course name, Institute, Starting & Ending Date of the course), 9. Do you have Three years of progressively responsible experience in the communications media as a journalist, writer, researcher, media technician or advertizing assistant or a combination of similar related experience? (Y/N) - If 'Yes' state employer, position title, years /months of employment in each position & summary of duties), 10. Are you competent in translating from Tamil and Sinhala into English?(Y/N) 12. Your current monthly take home salary?

Applications without the above separate page will not be considered.

We offer a four and a half day work-week with options for flexi hours. You will get overseas training opportunities because we believe our employees are our greatest asset. Your take home monthly salary will be Rs.71,561/-

Your application should reach us on or before February 22, 2011 at; P.O. Box 106, Colombo; or Colombohr@state.gov
Please include "Information Assistant" on the top left-hand corner of the envelope OR if you are submitting your application via email, type "Information Assistant" in the e-mail subject line.

✓ Only short-listed candidates will be contacted.

The U.S. Embassy in Colombo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status or sexual orientation. It also strives to achieve equal employment opportunity in all personnel operations through continued diversity enhancement.